



## Contract Officer

**Department:** Purchasing

**Class Code:** 1221

**EEO Code:** 25

**FLSA:** N

**Effective:** 02/01/1991

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in the centralized purchasing of semi-routine commodities and services for the County and Schools; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Reviews requisitions and specifications for accuracy and completeness; purchases various commodities and services through direct pricing, competitive pricing, and written quotations; develops and investigates new sources of supply; reviews bids received and accepts or rejects bids according to compliance with instructions on Invitation to Bid; advises departments of proper purchasing procedures; authorizes direct purchases by departments when justified; renews annual contracts on competitive sealed bids; awards purchases directly from State and County contracts; interviews sales representatives; compiles statistical information for renewing or establishing annual county contracts; provides education and guidance to County and School Board Departments on procurement policies and procedures of the County and State Codes; develops and fosters ethical working relationships with vendors; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of laws, practices and procedures used in governmental purchasing.

Considerable skill in developing and maintaining harmonious relationships with user departments; working skill in analyzing, interpreting, and evaluating technical data and test results; and working skill in obtaining competitive sealed bids.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Core curriculum for a bachelor's degree in business, public administration or marketing; or an equivalent combination of training and experience

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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